SET UP NOTIFICATION FOR FIRE DEPARTMENT POSTINGS

To set up a Search Agent from the main City of Garland website www.garlandtx.gov, click on *Employment Opportunitie*s:

On the next screen, click *NOT CURRENTLY EMPLOYED WITH THE CITY OF GARLAND*
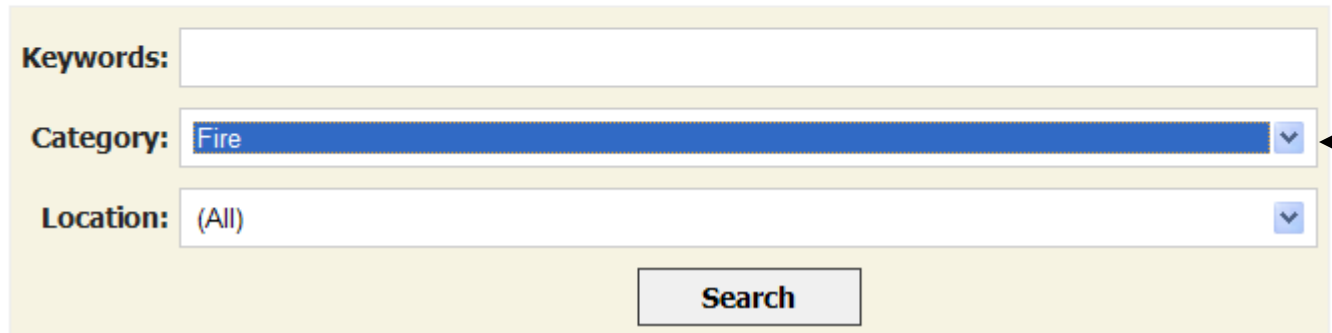
In the *Job Listings* section, under *Category*, scroll to and select *Fire* and click the *Search* button:

Job Listings:

You can view all open job opportunities or use the following search form to find jobs that suit your specific career interests .

To select more than one option below hold down the CTRL key. For MAC users – hold down the COMMAND key.
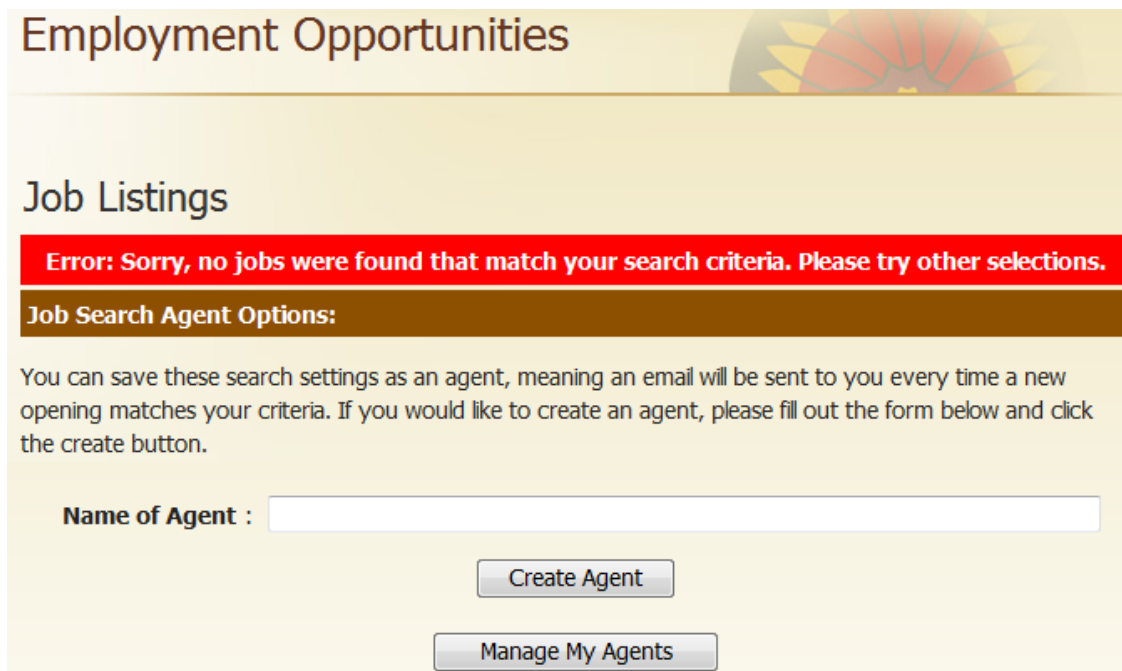
Keywords: [   ]

Category: [Fire   ▾]   ←

Location: [(All)   ▾]

[**Search**]

You will see the following screen:

Employment Opportunities

Job Listings

Error: Sorry, no jobs were found that match your search criteria. Please try other selections.

Job Search Agent Options:

You can save these search settings as an agent, meaning an email will be sent to you every time a new opening matches your criteria. If you would like to create an agent, please fill out the form below and click the create button.

Name of Agent : [   ]

[Create Agent]

[Manage My Agents]

In *Name of Agent* field type a title, e.g., *Fire* – whatever you want to name the email that will notify you when there is a Fire job posting. Click the **Create Agent** button.

You will then be taken to this screen:

If you are a First Time User, click <u>Create a new profile</u> to provide contact information for the email notification; otherwise login with your username and password.

It will then show that your search agent has been created (note that it will expire in 6 months).

Click Logout.